



SUPERIOR COURT OF CALIFORNIA COUNTY OF TEHAMA

633 Washington Street
Red Bluff, California 96080
PHONE: (530) 527-3484

August 29, 2016

EMPLOYMENT OPPORTUNITY

JOB TITLE: Chief Financial Officer

SALARY: \$69,613.02-\$84,840.00 annually, plus benefit package

CLOSING DATE: September 9, 2016 prior to 5:00 p.m.

TENTATIVE INTERVIEW DATES: September 13-14, 2016

POSITION SUMMARY:

This is a single, at-will, exempt position; responsible to manage, plan, organize, and supervise professional, technical and clerical budget, accounting and financial activities; performs related duties as required. This management position is responsible for the oversight of court financial functions. The Chief Financial Officer works under the direction of the Assistant Court Executive Officer.

EXAMPLE OF DUTIES:

- The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for these classification. Other duties may be required and assigned.
- Manages fiscal operations for the Superior Court of Tehama. Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise;
- Ensures compliance with all applicable rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations;
- Prepares a variety of detailed, analytical accounting, statistical and/or financial statements or reports which require an analysis and interpretations of fiscal data for use by departments, auditors and/or other agencies; examines, analyzes and verifies fiscal documents to ensure adherence to established controls; analyzes and initiates changes in accounting practices, procedures and techniques in order to meet internal and external financial reporting requirements;
- Conducts audits in response to identified problems, specific issues or irregularities; coordinates the collection of information for outside auditors;
- Reviews accounting systems, procedures and records; recommends and assists in the implementation of new or revised accounting systems; analyzes operational procedures to automate manual accounting systems; designs and maintains accounting forms;

- Monitors revenues and projection of grant monies, local fees and state revenues; may prepare invoices and assist in revenue collection;
- Advises superiors and departmental managers of changes in laws, rules, regulations and practices which impact on governmental accounting and fiscal procedures; interprets rules and regulations to determine accounting and auditing requirements for externally funded programs; develops, updates and implements accounting guidelines;
- Prepares, evaluates, justifies and maintains budgets; assembles and analyzes cost accounting records and other supporting technical and statistical data; makes complex or difficult adjusting entries and transfers of appropriations; establishes new accounts and budget controls;
- May oversee grant management activities; ensures compliance with established grant funding guidelines; tracks related expenditures; maintains and balances monthly grant records;
- May review the work of clerical personnel and provide assistance with difficult entries, reconciliation or other fiscal functions;
- Performs a variety of routine administrative tasks in support of the daily operations of the office; faxes information; answers calls; prepares correspondence; copies documents; sets up files.

ADDITIONAL DUTIES:

- Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail;
- Provides assistance to other employees or departments as needed;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Education:

College course work or college degree in accounting from an accredited college or university with major coursework in accounting, business administration, finance or related field; or an accounting certificate or any combination of education, training and experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance.

Experience:

A minimum of four years' experience preparing and managing California Superior Court budgets, grant administration and related financial activities while managing an assigned financial area including the supervision of technical staff that perform general accounting functions; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Substitution:

Additional qualifying experience may substitute for education on a year for year basis.

Licenses:

- Possession of a valid California driver's license.

Other Requirements:

- Verification of employment eligibility or authorization to legally work in the United States;
- Pass pre-employment fingerprint and professional background checks.

WORKING RELATIONSHIPS AND CONTACTS:

Establish and maintain cooperative working relationships within the organization; ability to demonstrate interpersonal and communication skills dealing with the public and other agencies. Interact frequently with employees from other Court departments, the Judicial Council of California and with the Auditor's Office of the County of Tehama as well as other County departments.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to stand and sit for long periods of time;
- Speaking and hearing are needed to communicate in person and on the telephone;
- Strength, dexterity, coordination, and vision to use a keyboard and computer terminal for long periods of time;
- Dexterity and coordination to handle files and single pieces of paper;
- Occasional lifting of objects weighing up to 25 pounds such as files, stacks of papers, reference, and other materials;
- Moving from place to place within an office; some reaching for items above and below desk level;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. It is generally a clean work environment with limited exposure to conditions such as dust, fumes, or odors. A computer terminal is used on a daily basis. The employee must be able to handle multiple tasks with shifting priorities and with occasional interruptions of planned work activities from telephone calls, office visitors, and response to unplanned events. There may be periodic contact with angry and upset individuals in volatile situations. There may be irregular work hours including meetings and work outside the normal business day, such as occasional evening and weekend work, as well as occasional overnight travel to attend training, meetings, and conferences.

SALARY AND BENEFITS PACKAGE:**Salary:**

Salary range consists of 5 steps with approximately a 5% difference between each step. Incumbents advance through steps based upon a review date one (1) year following the appointment date.

Benefits:

- **Sick Leave** – 12 days annually (may carry over accrued sick leave from one calendar year to the next);
- **Vacation** – 0-4 years=12 days; 5-10 years=18 days; 11-20 years=21 days; 21+ years=22.5 days per year;
- **Management Leave** – 32 hours annually;
- **Holidays** – 13 paid holidays plus 1 holiday floater day. All non-probationary employees shall accrue an additional personal holiday annually; The Court will provide an additional eight (8) hours of vacation effective January 1st of each year, in place of Lincoln Birthday February 12th), on which employees would participate in a paid, in service training day when all court staff will be present in the office though the court would be closed to the public and outside agencies. If there is no in-service training scheduled, employees will perform their work in the office;
- **Health Insurance** – The Court contributes 80% of the average premium toward health, dental, and vision insurance plus an additional \$75.00 per month (the additional \$75.00 is only through September 30, 2016). Employee share of cost for medical/dental/vision benefits is currently \$89.58 for the EPO coverage and \$411.58 for PPO coverage. Basic employee life insurance is provided at no cost to employee for \$30,000; Term & Basic Life Benefit through our County benefit plan is \$30,000 at a cost to the employee of \$1.40 per month. An additional \$20,000 of basic employee life insurance is provided to management employees at no cost to the employee. The Court pays \$200 per month to employees who choose not to participate in the group insurance plan;
- **Employee Assistance Program;**
- **Flexible Spending Account** – Available for medical and dependent care expenses.
- **Retirement Plan**–Employees are enrolled in the California Public Employees' Retirement System (PERS) which is integrated with Social Security. Employees hired on or after January 1, 2013, shall pay at least 50% of normal costs of benefits. Retirement is 2% at 62. Employees hired before January 1, 2013, currently enrolled in PERS or the County Employees' Retirement Law of 1937 (the '37 Act) may be eligible to establish reciprocity. The employee's current contribution is 7%.

APPLICATION AND SELECTION PROCEDURES: The Superior Court of California, County of Tehama has an employment opportunity for a Chief Financial Officer. All applicants must submit a completed Superior Court of California, County of Tehama employment application, resume, and cover letter, which clearly demonstrates their qualifications for this position. Incomplete application packets will not be accepted for

consideration. Application and materials may be submitted by mail or personal delivery no later than **5:00 pm September 9, 2016**. No postmarks accepted.

The court application can be downloaded from the Tehama Superior Court Website at <http://www.tehamacourt.ca.gov>.

Address:

**Tehama Superior Court
Attn: Michelle Haney ACEO/HR Manager
633 Washington Street, Room 21
Red Bluff, CA 96080
Telephone: 530-529-6101 Fax: 530-527-4974**

The selection process is subject to change. Applicants will be notified if changes are made. A screening panel will select a number of the most highly qualified applicants. Please note not all applicants will receive an interview. Those applicants selected by the panel will be invited to an interview.

EQUAL OPPORTUNITY EMPLOYER

Tehama Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, sexual orientation, physical or mental disability, medical condition, age, veteran status, marital status, or political affiliation, or any other factor protected by applicable federal and state laws. If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Policy of Nondiscrimination

Superior Court of California, County of Tehama does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative office at (530) 527-3484 well in advance of the exam/interview for assistance. The Superior Court of California, County of Tehama encourages applications from all persons regardless of their race, color, sex, sexual orientation, religion, religious creed, age, national origin, ancestry, physical or mental disability, medical conditions or marital status. Disabled persons are encouraged to apply for all positions with the Tehama Superior Court. Reasonable accommodations may be made in the testing procedure as well as the work site.